



Facility Management

PAGE NUMBER 1 OF 1

DATE 05-01-96

POLICY NUMBER 03-96

SUBJECT: Use of Capitol Freight Dock

POLICY STATEMENT

Due to difficulties we have encountered with incoming and outgoing freight within the Capitol Freight Dock, the following procedures will be effective immediately:

1. All freight must be removed within twenty four hours after arrival on the dock.
2. Outgoing freight should be neatly located within the freight dock near the door that will be used for shipment.
3. Large shipments which will take up 75% or more of our total available space must be moved off the freight dock within two hours.

With your cooperation we will be able to maintain a reasonable flow of incoming and outgoing freight for all agencies and departments who utilize the Capitol Freight Dock.

Director

Date